

<b>Expenditures and Disbursements</b>	CX	Check Cancellation	A-16
	II	Internal Voucher	A-18
	MW	Manual Warrant	A-26
	PV	Payment Voucher	A-34
	PVQ	Quick Payment Voucher	A-46
	P1	Vendor Payment Voucher	A-54
	P2	Payment Voucher Reversal	A-63

## Check Cancellation (CX)

FUNCTION: .....										DOCID: CX .....									
STATUS: .....										BATID: ... .. ORG: ....									
H- CHECK CANCELLATION INPUT FORM																			
CAN DATE: .....										BANK ACCT CODE: ..					ACCTG PRD: ... ..				
CAN		VENDOR CODE			EFT		CHECK NUMBER			MW NUMBER			TRAVEL			CASH SCHED			
TYPE					IND								CHECK NUMBER			ACCT PAY DATE			
-----		-----			---		-----			-----			-----			-----			
01-	.	.....			.	.....		.....			.....			.....			.....		
02-	.	.....			.	.....		.....			.....			.....			.....		
03-	.	.....			.	.....		.....			.....			.....			.....		
04-	.	.....			.	.....		.....			.....			.....			.....		
05-	.	.....			.	.....		.....			.....			.....			.....		
06-	.	.....			.	.....		.....			.....			.....			.....		
07-	.	.....			.	.....		.....			.....			.....			.....		
08-	.	.....			.	.....		.....			.....			.....			.....		
09-	.	.....			.	.....		.....			.....			.....			.....		
10-	.	.....			.	.....		.....			.....			.....			.....		
11-	.	.....			.	.....		.....			.....			.....			.....		
12-	.	.....			.	.....		.....			.....			.....			.....		

## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### CAN DATE

Inferred. The current date entered for this document type on Date (DATE).

### BANK ACCT CODE

Required. Enter the code of the bank account against which the check or MW was originally drawn. This code will be validated against the fund entered on Open PV Line Inquiry (OPVL).

### ACCTG PRD

Optional. If left blank, the accounting period defaults to the accounting period associated with the CX document cancellation date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

### CAN TYPE

Required. Enter the type of cancellation you want applied to this check or Manual Warrant. Valid types are:

"1" Cancel check and reopen and reschedule Payment Voucher.

**EXPENDS. AND DISBURSES.**

	"3" Cancel check and do <u>not</u> reopen or reschedule Payment Voucher. CX Type 3 updates the Cancelled Vouchers Payable liability account.
VENDOR CODE	Required. Enter the same vendor code that was used for the check or MW being canceled.
EFT IND	This field indicates whether the original Payment Voucher was paid electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT Indicator can be changed on Payment Voucher Scheduling (SCH2) for the rescheduled Payment Voucher if CX Type 1 was used.
CHECK NUMBER	Required if this CX document line is for a check number (check issued through the automated disbursement process). Leave blank if this CX document line is for a MW number (check issued through the Manual Warrant process).
MW NUMBER	Required if this CX Document line is for a MW number (check issued through the Manual Warrant process). Leave blank if this CX Document line is for a check number (check issued through the automated disbursement process).
TRAVEL CHECK NUMBER	Leave blank. This field is not used by the State of Louisiana.
CASH ACCT	Leave blank. This field is not used by the State of Louisiana.
SCHED PAY DATE	Optional. Used only for Check Cancellation Type 1. Enter the scheduled payment date for the check in MMDDYY format. If the SCHED PAY DATE is not entered, the SCHED PAY DATE will default from the System Payment Lag on System Control Options (SOPT).

**Internal Voucher  
(II)**

```
FUNCTION: ..... DOCID: II .....
STATUS: ..... BATID: ... .. ORG: ....
H-          INTERNAL VOUCHER INPUT FORM

  II DATE:          ACCTG PRD: .. .. BUDGET FY: ..   TYPE: .
ACTION: .  OFFSET REC/CASH ACCT: ....  OFFSET LIAB/CASH ACCT: ....
ACT DEL DATE: .. .. .      CALC DOC TOTAL:
SELLER  --                      TOTAL: .....
FUND: ....      AGCY: ...   ORG: .... SUB-ORG: .. ACTV: ....
REV SRC: .... SUB-REV: ..   JOB NO: .....      RCAT: ....
APPR UNIT: .....
```

**Internal Voucher  
Screen Two**

```
FUNCTION: ..... DOCID: II .....
STATUS: ..... BATID: ... .. ORG: ....
BUYER--
LN      REFERENCE          SUB
NO  CD NUMBER          LN FUND AGCY ORG ORG APPR UNIT ACTV FUNC OBJ OBJ
-----
      REPT BS
JOB NO  CAT  ACCT DESCRIPTION          AMOUNT          I/D P/F VEND INVOICE
-----
01- .. .. .
.....
02- .. .. .
.....
03- .. .. .
.....
04- .. .. .
.....
05- .. .. .
.....
06- .. .. .
.....
```

## Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing", in the <i>ISIS/AFS Online Features Guide</i> for an explanation of the command area fields.
II DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the Internal Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.  On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
TYPE	Required for intragovernmental transactions. Valid entries are:  "2"      This Internal Voucher is used for a purchase/sale between governmental units, involving different funds.  "3"      This Internal Voucher is used for purchase/sale between governmental units, involving the same fund for the buyer and the seller.  On modify transactions, this field must match the original transaction.
ACTION	Optional. If left blank defaults to "E". Valid entries are:  "E"      (Original Entry) if this document is new.  "M"      (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the <u>amounts</u> on existing lines (not <u>codes</u> ), or cancel a line (decrease a line amount to zero).



NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over on a new Internal Voucher, using an Original Entry (E) action.

OFFSET REC/  
CASH ACCT

Leave blank. This field is not used by the State of Louisiana.

OFFSET LIAB/  
CASH ACCT

Leave blank. This field is not used by the State of Louisiana.

ACT DEL DATE

Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to II DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

CALC DOC TOTAL

During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

TOTAL

Inferred. Do not code this field. It is the system-computed total of the line amounts.

Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).
2. Add together all the decrease amounts (the lines with "D" in the I/D field).
3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL.

SELLER FUND

Leave blank for Internal Vouchers with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Enter the applicable Fund code for this Internal Voucher document. The code used must be valid on Fund (FUN2).

SELLER AGCY	Required. Enter the applicable agency code for this Internal Voucher document. The code used must be valid on Agency (AGC2).
SELLER ORG	Required for documents associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Internal Voucher document. This code must be valid on Organization (ORG2). Leave blank for Internal Voucher documents associated with all capital outlay appropriations.
SELLER SUB-ORG	Leave blank. This field is not used by the State of Louisiana.
SELLER ACTV	Leave blank. This field is required when dictated by state policy. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
SELLER REV SRC	Required. The code used must be valid on Revenue Source (RSR2).
SELLER SUB-REV	Optional for revenue transactions.
SELLER JOB NO	Required for Internal Voucher documents associated with all capital outlay appropriations. Enter the applicable project number for this Internal Voucher document. The code must be valid on Agency Project Inquiry (AGPR).  Leave blank for Internal Voucher documents associated with regular appropriations and non-capital outlay permanent appropriations.
SELLER RCAT	Optional for revenue transactions. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category Table (RPTG) for the Seller Agency.
SELLER APPR UNIT	Required for Internal Voucher documents that do not have a revenue organization. Enter the applicable appropriation unit code for this Internal Voucher document. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Internal Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE CD	<p>Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document code of PO. Leave blank if this line does <u>not</u> reference lines previously recorded on a "PO".</p> <p>NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.</p>
REFERENCE NUMBER	Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced. Leave blank if this line does <u>not</u> reference lines previously recorded on a PO.
REFERENCE LN	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced. Leave blank if this line does <u>not</u> reference a line previously recorded on a PO.
FUND	Required for Internal Voucher lines without an expenditure organization. Enter the applicable Fund code for this Internal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Internal Voucher lines with an expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
AGCY	Required for Internal Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Internal Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ORG	Required for Internal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this internal voucher line. This code must be valid on Organization (ORG2). Leave blank for Internal Voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for



	REFERENCE NUMBER. This field will be inferred from the referenced PO.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Required for Internal Voucher lines without an expenditure organization. Enter the applicable appropriation unit code for the Internal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).  Leave blank for Internal Voucher lines with an expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNC	Leave blank. This field is not used by the State of Louisiana.
OBJ	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
SUB OBJ	Required on expense/expenditure transactions if the sub object option on Expense Budget Inquiry (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.
JOB NO	Leave blank for Internal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Required for Internal Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Internal Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid on Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
BS ACCT	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure transactions.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
AMOUNT	Required. If adding a new line, enter the dollar amount of the item (s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.
I/D	<p>Required if document action is "M". Otherwise, optional. Code the following:</p> <p>"D"      Decrease            "I"      Increase</p> <p>When document action is "E", a blank will default to "I".</p>
P/F	Leave blank for Internal Voucher lines when <u>no</u> Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Internal Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line is closing out a Purchase Order line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is a "F". For example, assume that the PO line amount is \$100.00 and the amount to be paid for this obligation is \$98.75. If a "P" is used on the Internal Voucher line, \$98.75 of the encumbered amount will be liquidated. If a "F" is used on the Internal Voucher line, \$100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

- if this Internal Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this Internal Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed anyway (the item didn't cost as much as expected), the "F" is required.
- if this payment makes the total amount expended *less* than the PO amount, and you do not want to close the PO, the "P" is optional.
- if this Internal Voucher makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).

## VEND INVOICE

Required. Enter the vendor invoice number.

NOTE: If this document is modifying a previously accepted document, the vendor invoice number must be entered on the line being modified exactly as entered on the original document.

**Manual Warrant  
(MW)**

```
FUNCTION: ..... DOCID: MW .....
STATUS: ..... BATID: ... .. ORG: ....
H- ..... MANUAL WARRANT INPUT FORM

MW DATE: ..... ACCTG PRD: .. .. BUDGET FY: ..
ACTION: . RECEIVING FUND: ..... BANK ACCT CODE: .. CASH ACCT: ....
VENDOR CODE: ..... VENDOR NAME: .....
COMMENTS: ..... DOCUMENT TOTAL: .....
CALCULATED DOC TOTAL:
```

**Manual Warrant  
Screen Two**

```
FUNCTION: ..... DOCID: MW .....
STATUS: ..... BATID: ... .. ORG: ....
----- REFERENCED DOCUMENT(S) -----
CD NUMBER      LN LN      INVOICE      LN
-----
          SUB          FUNC          SUB REV SUB  JOB
FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV NUMBER  REPT CAT
-----
  BS    ACTUAL
ACCT  DEL DATE      DESCRIPTION      QUANTITY  I    D    AMOUNT    I P
-----
01- .. .. .
    .. .. .
    .. .. .
02- .. .. .
    .. .. .
    .. .. .
03- .. .. .
    .. .. .
    .. .. .
```

## Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing", in the <i>ISIS/AFS Online Features Guide</i> for an explanation of the command area fields.
MW DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the Manual Warrant transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using the fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.  On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
ACTION	Optional. If left blank, defaults to "E". Valid entries are:  "E" (Original Entry) if this document is new.  "M" (Adjustment) if this document is modifying a previous MW document entered in the same accounting period.
RECEIVING FUND	Leave blank. This field is not used by the State of Louisiana.
BANK ACCT CODE	Required. The bank account code represents the bank account from which this disbursement is made. The code used must be valid in Bank Account (BANK). If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
CASH ACCT	Optional. Enter a cash balance sheet account to override the cash account inferred from Bank Account (BANK). Cash balance sheet accounts are inferred from BANK <u>only</u> when <u>no</u> revenue or expenditure organization is coded (e.g., Manual Warrant document line using a balance sheet account). When a revenue or expenditure organization is coded, the cash balance sheet account will be inferred from Organization (ORG2).

	<p>The code used must be a valid <u>cash</u> account in Balance Sheet Account (BAC2). If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.</p>
VENDOR CODE	<p>Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in Vendor (VEN2).</p> <p>If lines on this Manual Warrant reference Purchase Orders or Payment Vouchers, the vendor code used must contain the same 9-character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor code can be different than the alternate address indicator on the referenced documents.</p>
VENDOR NAME	<p>Leave blank. This field will be inferred from the vendor code.</p>
COMMENTS	<p>Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.</p>
DOCUMENT TOTAL	<p>Required. Enter the unsigned net amount of all lines on the document. To compute this amount:</p> <ol style="list-style-type: none"> <li>1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).</li> <li>2. Add together all the decrease amounts (the lines with "D" in the I/D field).</li> <li>3. Subtract the total decrease amount from the total increase amount and enter the difference in the field for DOCUMENT TOTAL. The total increase amount must be greater than the total decrease amount or the document must total zero.</li> </ol>
CALCULATED DOC TOTAL	<p>Inferred. Do not code this field. It is the system-computed total of the line amounts.</p>

## EXPENDS. AND DISBURSES.

REFERENCED  
DOCUMENT(S) CD

Required if this line is to reference lines previously recorded on a Purchase Order (PO) or Payment Voucher (PV). Enter the applicable document code of PO or PV. Leave blank if this line does not reference lines previously recorded on a "PO" or "PV."

NOTE: If a prior-year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.

REFERENCED  
DOCUMENT(S)  
NUMBER

Required if this line is to reference lines previously recorded on a Purchase Order (PO) or Payment Voucher (PV). Enter the document number of the Document ID being referenced.

Leave blank if this line does not reference lines previously recorded on a PO or PV.

REFERENCED  
DOCUMENT(S)  
(ACCT) LN

Required if this line is to reference (accounting) lines previously recorded on a Purchase Order (PO) or Payment Voucher (PV). Enter the line number of the DOCUMENT ID being referenced.

Leave blank if this line does not reference lines previously recorded on a PO or PV.

REFERENCED  
DOCUMENT(S)  
(COMM) LN

Required if EPPV Requirements on EPS System Control Options (ESOP) is 'Y' and Vendor Invoice is entered. Enter the commodity line number of the Vendor Invoice (VI) being referenced.

REFERENCED  
DOCUMENT(S)  
INVOICE

Required if this line is to reference lines previously recorded on a Payment Voucher (PV). Enter the vendor invoice number being referenced. If this line does not reference lines previously recorded on a PV, enter the unique vendor invoice number for the Manual Warrant.

REFERENCED  
DOCUMENT(S)  
(INVOICE) LN

Optional. Enter a unique number for each vendor invoice line.

FUND

Required for Manual Warrant lines without a revenue or expenditure organization. Enter the applicable fund code for this Manual Warrant line. The code used must be valid on Fund (FUN2). Leave blank for Manual Warrant lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for

	REFERENCE DOCUMENT. This field will be inferred from the referenced PO or PV.
AGCY	Required for Manual Warrant lines that do not reference a Purchase Order (PO) or Payment Voucher (PV) in the field for REFERENCE DOCUMENT. Enter the applicable agency code for this Manual Warrant line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred from the referenced PO or PV.
ORG	Required for Manual Warrant lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Manual Warrant line. The code must be valid on Organization (ORG2). Leave blank for Manual Warrant lines associated with all capital outlay appropriations and balance sheet accounts. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the Manual Warrant field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	<p>Required for Manual Warrant lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for Manual Warrant line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).</p> <p>Leave blank for Manual Warrant lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.</p>
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNCTION	Leave blank. This field is not used by the State of Louisiana.
OBJ	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced



	in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.
SUB OBJ	Required on expense/expenditure transactions if the sub-object option on Expense Budget Inquiry (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when Object is not coded. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for referenced PO or PV. If there is no sub-object coded on the referenced line, you can add one here.
REV SRC	Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions. Additionally, leave blank when a Payment Voucher (PV) is referenced in the field for REFERENCED DOCUMENT. This field will be inferred when applicable for the referenced PV.
SUB REV	Optional on revenue transactions. Leave blank when Revenue Source is not coded. Additionally, leave blank when a Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PV. If there is no sub-rev source coded on the referenced line, you can add one here.
JOB NUMBER	Leave blank for Manual Warrant lines associated with regular appropriations and non capital outlay permanent appropriations. Required for Manual Warrant lines associated with all capital outlay appropriations. Enter the applicable project number for this Manual Warrant line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.
REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when

	applicable for the referenced PO or PV. If there is no reporting category coded on the referenced line, you can add one here.
BS ACCT	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure or revenue transactions. Additionally, leave blank when a Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PV.
ACTUAL DEL DATE	Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to MW DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY"). During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
QUANTITY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
AMOUNT	Required. Enter the exact amount of the manually written check that this line is reporting. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if document action is "M". Otherwise, optional. Code the following:  <div style="margin-left: 40px;">           "I"      Increase            "D"      Decrease         </div> When document is "E", blank defaults to "I". "D" is valid on original entries to void checks.
P/F	Leave blank for Manual Warrant lines when <u>no</u> Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. Optional for Manual Warrant lines when a Purchase Order (PO) is referenced in the field for REFERENCE DOCUMENT. This field indicates whether the line is closing out a Purchase Order (PO) line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is an "F". For example,

assume that the PO line amount is \$100.00 and the amount to be paid for this obligation is \$98.75. If a "P" is used on the Manual Warrant line, \$98.75 of the encumbered amount will be liquidated. If an "F" is used on the Manual Warrant line, \$100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

- if this Manual Warrant makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this Manual Warrant makes the total amount expended *less* than the PO amount, but you want to force a close anyway (the item didn't cost as much as expected), the "F" is required.
- if this Manual Warrant makes the total amount expended *less* than the PO amount, and you do not want to close the PO, the "P" is optional.
- if this Manual Warrant makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the referenced amount. (See the Section, "System Tolerance Logic on Purchase Order Closing Amounts" in *ISIS/AFS User Guide, Vol. II*).

## Payment Voucher (PV)

```

FUNCTION: ..... DOCID: PV .....
STATUS: ..... BATID: ... .. ORG: ....
H- ..... PAYMENT VOUCHER INPUT FORM

PV DATE: ..... ACCTG PRD: ... BUDGET FY: ..
ACTION: . PV TYPE: . ACT DEL DT: . . . . SCH PAY DATE: . . . .
OFF LIAB ACCT: .... FA IND: . DOCUMENT TOTAL: .....
EFT IND: . APPLICATION TYPE: .. USE TAX AMT:
CALC DOC TOTAL:
VENDOR CODE: ..... CHECK CATEGORY: SINGLE CHECK FLAG: .
VENDOR NAME: ..... TAX CODE:
ADDR1: .....
ADDR2: .....
ADDR3: .....
FREIGHT IND: ..... FREIGHT TOT: ..... FREIGHT I/D:
TOTAL AMT: ..... TOT AMT I/D: ..... CALC TOT AMT:
TOTAL QTY: ..... TOT QTY I/D: ..... CALC TOT QTY:
SELLER: FUND: .... AGCY: ... ORG: .... SUB-ORG: ..
APPR UNIT: ..... ACTV: .... FUNC: .... REV SRC: .... SUB-REV: ..
JOB NO: ..... RCAT: .... OBJECT: .... SUB-OBJ: ..
OFF REC ACCT: .... BS ACCT: ....

```

## Payment Voucher Screen Two

```

FUNCTION: ..... DOCID: PV .....
STATUS: ..... BATID: ... .. ORG: ....
LN REFERENCE COM VENDOR INV
NO CD NUMBER LN LN INVOICE LN DESCRIPTION
-----
D SUB FUNC SUB REV SUB
T FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO
-----
BS
REPT CAT ACCT QUANTITY I/D FREIGHT AMOUNT I/D AMOUNT I/D
-----
TAX CODE TAX AMOUNT TOTAL AMOUNT P/F
-----
01- .....
.....
.....
.....
02- .....
.....
.....
.....

```

## Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing", in the <i>ISIS/AFS Online Features Guide</i> for an explanation of the command area fields.
PV DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the Payment Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.  On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
ACTION	Optional. If left blank defaults to "E". Valid entries are:  "E" (Original Entry) if this document is new.  "M" (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the <u>amounts</u> on existing lines (not <u>codes</u> ), or cancel a line (decrease a line amount to zero).  NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over on a new Payment Voucher, using an Original Entry (E) action.
PV TYPE	Required for intragovernmental transactions. Valid entries are:  "1" Optional on Payment Voucher documents for outside vendors. A "1" represents that this Payment Voucher

document is for a payment to an outside vendor. The system will infer a "1" if it is not entered.

"2" This Payment Voucher is used for a purchase/sale between governmental units, involving different funds.

"3" This Payment Voucher is used for purchase/sale between governmental units, involving the same fund for the buyer and the seller.

On modify transactions, this field must match the original transaction.

ACT DEL DT

Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

SCH PAY DATE

Optional. Enter the scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than PV DATE. Checks will be cut one day after the scheduled payment date. If this date is not entered, this system will compute the scheduled payment lag. The system payment lag is set to 30 days. If a date is not entered, the payment will be scheduled to cut a check 30 days from the document date.

The scheduled payment date field applies only to Payment Voucher documents for outside vendors (Type =1).

NOTE: Scheduled Payment Dates can always be changed on PV modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.

OFF LIAB ACCT

Leave blank. This field is not used by the State of Louisiana.

FA IND

Leave blank. This field is not used by the State of Louisiana.

DOCUMENT TOTAL	<p>Required. Enter the unsigned net amount of all lines on the document. To compute this amount:</p> <ol style="list-style-type: none"> <li>1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).</li> <li>2. Add together all the decrease amounts (the lines with "D" in the I/D field).</li> <li>3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOCUMENT TOTAL.</li> </ol>
EFT IND	This field indicates whether the Payment Voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). This field is not used with Payment Voucher Type 2 or 3. The EFT Indicator can be changed on Payment Voucher Scheduling (SCH2).
APPLICATION TYPE	Inferred. If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99". For consolidated EFT payments, the Application Type will be inferred from Agency (AGC2). The code must be valid on EFT Type (EFTA).
USE TAX AMT	Leave blank. This field is not used by the State of Louisiana.
CALC DOC TOTAL	Inferred. Do not code this field. It is the system-computed total of the line amounts.
VENDOR CODE	<p>Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in Vendor (VEN2).</p> <p>Leave blank if this Payment Voucher document is for a intragovernmental transaction (Type = 2 or 3).</p> <p>If lines on this Payment Voucher reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor code can be different than the alternate address indicator on the referenced documents.</p>
CHECK CATEGORY	Inferred. If a single check is requested using the single check flag the check category will be set to "AA". For consolidated

	checks, the check category will be set to "99". For consolidated checks, the check category is inferred from Agency (AGC2).
SINGLE CHECK FLAG	Optional. Enter a "Y" for yes to request that a single check be printed or a single EFT produced for this Payment Voucher. If a "Y" is not entered, the system will infer a "N" for No and this Payment Voucher amount will be summed together with other vouchers for the same vendor (by Check Category) on the same scheduled payment date to get the disbursement amount.  Leave blank if this Payment Voucher document is for a intragovernmental transaction.
VENDOR NAME	Leave blank. This field will be inferred from the vendor code.
TAX CODE	Leave blank. This field is not used by the State of Louisiana.
VENDOR ADDR	Leave blank. This field will be inferred from the vendor code.
FREIGHT IND	Leave blank. This field is not used by the State of Louisiana.
FREIGHT TOT	Leave blank. This field is not used by the State of Louisiana.
FREIGHT I/D	Leave blank. This field is not used by the State of Louisiana.
TOTAL AMT	Optional. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
TOT AMT I/D	Optional. Defaults to blank if TOTAL AMT is blank. Required if modifying TOTAL AMT. Valid entries are:  "I"      Increase "D"      Decrease
CALC TOT AMT	Calculated. Do not code this field. It is the system-computed total of all commodity lines.
TOTAL QTY	Leave blank. This field is not used by the State of Louisiana.
TOT QTY I/D	Leave blank. This field is not used by the State of Louisiana.
CALC TOT QTY	Leave blank. This field is not used by the State of Louisiana.



SELLER FUND	<p>Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) that do not have a revenue organization. Enter the applicable Fund code for this Payment Voucher document. The code used must be valid on Fund (FUN2).</p> <p>Leave blank for Intragovernmental Payment Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when processing Payment Voucher documents for outside vendors.</p>
SELLER AGCY	<p>Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3). Enter the applicable agency code for this Payment Voucher document. The code used must be valid on Agency (AGC2). Leave blank when processing Payment Voucher documents for outside vendors.</p>
SELLER ORG	<p>Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Intragovernmental Payment Voucher document. This code must be valid on Organization (ORG2). Leave blank for Intragovernmental Payment Voucher documents associated with all capital outlay appropriations.</p> <p>Leave blank for balance sheet account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.</p>
SELLER SUB-ORG	<p>Leave blank. This field is not used by the State of Louisiana.</p>
SELLER APPR UNIT	<p>Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) that do not have a revenue organization. Enter the applicable appropriation unit code for this Payment Voucher document. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Intragovernmental Payment Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Leave blank for balance sheet account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.</p>
SELLER ACTV	<p>Leave blank. This field is required when dictated by state policy. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)</p>

**EXPENDS. AND DISBURSES.**

SELLER FUNC	Leave blank. This field is not used by the State of Louisiana.
SELLER REV SRC	Required for Intragovernmental Payment documents (PV Type 2 and 3) for revenue transaction. The code used must be valid on Revenue Source (RSR2). Leave blank for balance sheet account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER SUB-REV	Optional for Intragovernmental Payment Voucher documents (PV Type 2 and 3) for revenue transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER JOB NO	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) associated with all capital outlay appropriations. Enter the applicable project number for this Intragovernmental Payment Voucher document. The code must be valid on Agency Project Inquiry (AGPR). Leave blank for Intragovernmental Payment Voucher documents associated with regular appropriations and non- capital outlay permanent appropriations. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER RCAT	<p>Optional for Intragovernmental Payment Voucher documents (PV Type 2 and 3) for revenue transactions. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the Seller Agency.</p> <p>Leave blank for balance sheet account transactions. Additionally, leave blank when processing payments to outside vendors.</p>
SELLER OBJECT	Leave blank. This field is not used by the State of Louisiana.
SELLER SUB-OBJ	Leave blank. This field is not used by the State of Louisiana.
SELLER OFF REC ACCT	Leave blank. This field is not used by the State of Louisiana.
SELLER BS ACCT	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for revenue source account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.

**EXPENDS. AND DISBURSES.**

LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE CD	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the document code of PO. Leave blank if this line does <u>not</u> reference a line previously recorded on a PO.  NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.
REFERENCE NUMBER	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced. Leave blank if this line does <u>not</u> reference a line previously recorded on a PO.
REFERENCE LN	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced. Leave blank if this line does <u>not</u> reference a line previously recorded on a PO.
REFERENCE COM LN	Leave blank. This field is not used by the State of Louisiana.
VENDOR INVOICE	Required. Enter the Vendor Invoice Number associated with this Payment Voucher line. For Payment Voucher documents for outside vendors, the invoice number will appear on the check stub to aid the vendor with payment identification.  NOTE: If this document is modifying a previously accepted document with a reference vendor invoice number, the vendor invoice number must be entered on the line being modified exactly as entered on the original document. If the modification is adding a new line a new invoice number may not be entered.
INV LN	Leave blank. This field is not used by the State of Louisiana.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line. The description will be displayed on the check stub.
DT	Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type

	(DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed.
FUND	<p>Leave blank on balance sheet transactions and governmental refunds and Intragovernmental Payment Vouchers. This field may not change on modify transactions.</p> <p>Required for Payment Voucher lines without an expenditure or revenue organization. Enter the applicable Fund code for this Payment Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Payment Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.</p>
AGCY	<p>Required for Payment Voucher lines that do not reference a Purchase Order (PO) in the Payment Voucher field for REFERENCE NUMBER. Enter the applicable agency code for this Payment Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.</p> <p>If the PV TYPE = "1" for this voucher, then all agencies coded on all lines must have the same Agency Type.</p>
ORG	Required for Payment Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Payment Voucher line. This code must be valid on Organization (ORG2). Leave blank for Payment Voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	<p>Required for Payment Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Payment Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).</p> <p>Leave blank for Payment Voucher lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from</p>

	Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNCTION	Leave blank. This field is not used by the State of Louisiana.
OBJ	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
SUB OBJ	Required on expense/expenditure transactions if the sub object option on Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.
REV SRC	Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions.
SUB REV	Optional on revenue transactions. Leave blank when Revenue Source is not coded.
JOB NO	Leave blank for Payment Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Required for Payment Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Payment Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
BS ACCT	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure or revenue transactions.
QUANTITY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
AMOUNT	Required. If adding a new line, enter the dollar amount of the item (s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.
I/D	<p>Required if document action is "M". Otherwise, optional. Code the following:</p> <p>"D"      Decrease            "I"      Increase</p> <p>When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.</p>
TAX CODE	Leave blank. This field is not used by the State of Louisiana.
TAX AMOUNT	Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	Calculated. It is the system-computed amount of the total of all amounts entered for this line.
P/F	Leave blank for Payment Voucher lines when <u>no</u> Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Payment Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line

is closing out a Purchase Order line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is a "F". For example, assume that the PO line amount is \$100.00 and the amount to be paid for this obligation is \$98.75. If a "P" is used on the Payment Voucher line, \$98.75 of the encumbered amount will be liquidated. If a "F" is used on the Payment Voucher line, \$100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

- if this Payment Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this Payment Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed anyway (the item didn't cost as much as expected), the "F" is required.
- if this payment makes the total amount expended *less* than the PO amount, and you do not want to close the PO, the "P" is optional.
- if this Payment Voucher makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).

## Quick Payment Voucher (PVQ)

FUNCTION: .....	DOCID: PVQ .....	01/09/98 10:57:05 AM
STATUS: .....	BATID: .....	ORG: ..... 000-000 OF 000
H- QUICK PAYMENT VOUCHER INPUT FORM		
DATE: .....	ACCT PRD: .....	BFY: .. ACT: ..
VENDOR CODE: .....	ACT DEL DT: .....	SCH PAY DATE: .....
NAME: .....	OFF LIAB ACCT: .....	
ADDRESS: .....	DOCUMENT TOTAL: .....	
	CALC DOC TOTAL: .....	
	FA IND: ..	
EFT IND: .	APPLICATION TYPE: SINGLE CHECK	FLAG: . CHECK CATEGORY:
LN	COM	
NO REF CD/NUMBER/LN	LN VI NUMBER/LN	DESCRIPTION
-----		
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB	REV/SUB	JOB NO RCAT BS ACCT
-----		
DISC TYPE	LINE AMOUNT	I/D P/F QUANTITY I/D
-----		
01-		

## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### DATE

Inferred. The current date entered for this document type on Date (DATE).

### ACCT PRD

Optional. If blank, the accounting period defaults to the accounting period associated with the Quick Payment Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

### BFY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

### ACT

Optional. If left blank defaults to "E". Valid entries are:





"E" (Original Entry) if this document is new.

"M" (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over with a new Quick Payment Voucher, using an Original Entry (E) action.

#### VENDOR CODE

Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in Vendor (VEN2). If lines on this quick Payment Voucher reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor code can be different than the alternate address indicator on the referenced documents.

#### ACT DEL DT

Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

#### SCH PAY DATE

Optional. Enter the scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than DATE. Checks will be cut one day after the scheduled payment date. If this date is not entered, this system will compute the scheduled payment lag. The system payment lag is set to 30 days. If a date is not entered, the payment will be scheduled to cut a check 30 days from the document date.



NOTE: Scheduled Payment Dates can always be changed on PVQ modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.

NAME	Leave blank. This field will be inferred from the vendor code.
OFF LIAB ACCT	Leave blank. This field is not used by the State of Louisiana.
ADDRESS	Leave blank. This field will be inferred from the vendor code.
DOCUMENT TOTAL	<p>Required. Enter the unsigned net amount of all lines on the document. To compute this amount:</p> <ol style="list-style-type: none"> <li>1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).</li> <li>2. Add together all the decrease amounts (the lines with "D" in the I/D field).</li> <li>3. Subtract the smaller amount from the larger, and enter the difference in the field for DOCUMENT TOTAL.</li> </ol>
CALC DOC TOTAL	Inferred. Do not code this field. It is the system computed total of the line amounts.
FA IND	Leave blank. This field is not used by the State of Louisiana.
EFT IND	This field indicates whether the Payment Voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT indicator can be changed on Payment Voucher Scheduling (SCH2).
APPLICATION TYPE	Inferred. If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99". For consolidated EFT payments, the Application Type will be inferred from Agency (AGC2). The code must be valid on EFT Type (EFTA).
SINGLE CHECK FLAG	Optional. Enter a "Y" for yes to request that a single check be printed or a single EFT produced for this quick Payment Voucher. If a "Y" is not entered, the system will infer a "N" for no and this quick Payment Voucher amount will be

	summed together with other vouchers for the same vendor (by Check Category) on the same scheduled payment date to get the disbursement amount.
CHECK CATEGORY	Inferred. If a single check is requested using the single check flag the check category will be set to "AA". For consolidated checks, the check category will be set to "99". For consolidated checks, the check category is inferred from Agency (AGC2).
LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REF CD/NUMBER/LN	Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document code, number, and line number of PO being referenced. Leave blank if this line does <u>not</u> reference lines previously recorded on a "PO".  NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.
COM LN	Leave blank. This field is not used by the State of Louisiana.
VI NUMBER/LN	Required. Enter the Vendor Invoice Number for this Quick Payment Voucher line.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line. The description will be displayed on the check stub.
FUND	Required for Quick Payment Voucher lines without an expenditure or revenue organization. Enter the applicable Fund code for this Quick Payment Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Quick Payment Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
AGCY	Required for Quick Payment Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Quick



Payment Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

All agencies coded on all lines must have the same Agency Type.

ORG

Required for Quick Payment Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Quick Payment Voucher line. This code must be valid on Organization (ORG2). Leave blank for Quick Payment Voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

SUB

Leave blank. This field is not used by the State of Louisiana.

APPR UNIT

Required for Quick Payment Voucher lines without an expenditure or revenue organization. Enter the applicable appropriation unit code for the Quick Payment Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Quick Payment Voucher lines with an expenditure or revenue organization. When organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

ACTV

This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNC

Leave blank. This field is not used by the State of Louisiana.

OBJ/SUB

Required. Enter the applicable object code. The code used must be valid on Object (OBJ2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO. Enter SUB if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions.

	Leave blank when object is not coded. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.
REV/SUB	Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions. SUB is optional on revenue transactions. Leave blank when REV is not coded.
JOB NO	Leave blank for Quick Payment Voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Required for Quick Payment Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Quick Payment Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
RCAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
BS ACCT	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure or revenue transactions.
DISC TYPE	Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount policy type from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed. Leave blank on balance sheet transactions and governmental refunds. This field may not be changed on modify transactions.
LINE AMOUNT	Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/

decrease indicator determines whether this is to be added to or subtracted from the original amount.

Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D

Required if document actions is "M". Otherwise, optional. Code the following:

"D"	Decrease
"I"	Increase

When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.

P/F

Leave blank for Quick Payment Voucher lines when no Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Quick Payment Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line is closing out a Purchase Order (PO) line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P" and a final payment is an "F". For example, assume that the PO line amount is \$100.00 and the amount to be paid for this obligation is \$98.75. If a "P" is used on the Quick Payment Voucher line, \$98.75 of the encumbered amount will be liquidated. If an "F" is used on the Quick Payment Voucher line, \$100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

- if this Quick Payment Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this Quick Payment Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed (the item didn't cost as much as expected), the "F" is required.
- if this Quick Payment Voucher makes the total amount expended *less* than the PO amount and you do not want to close the PO, the "P" is optional.
- if this Quick Payment Voucher makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed

EXPENDS. AND DISBURSES.



the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).

QUANTITY

Leave blank. This field is not used by the State of Louisiana.

I/D

Leave blank. This field is not used by the State of Louisiana.

## Vendor Payment Voucher (P1)

FUNCTION: .....		DOCID: P1 .....	
STATUS: .....		BATID: ... .. ORG: ...	
VENDOR PAYMENT VOUCHER INPUT FORM			
PV DATE: .....	ACCT PD: .. ..	BFY: ..	ACT: . SINGLE CHECK: . TC: . FA: .
EFT IND/TYPE: . / ..	CHECK CAT: .....	OFF LIAB ACCT: .....	SCHED PAY DATE: .. ..
VENDOR: .....		ACT DEL DATE: .. .. DOC TOTAL: .....	
NAME: .....		USE TAX: .....	
ADDR: .....		CALC DOC TOTAL: .....	
: .....		FREIGHT IND: .....	
: .....		FREIGHT TOT: .....	
TOT AMT: .....		I/D: .....	
TOT QTY: .....		CAL AMT: .....	
I/D: .....		CAL QTY: .....	
LN	REFERENCE	COM VENDOR	INV
NO	CD NUMBER	LN LN INVOICE	LN FUND AGCY ORG/SUB APPR UNIT ACTV
-----			
FUNC	OBJ/SUB	RSRC/SUB	JOB/PROJ RCAT BACC DT DESCRIPTION QUANTITY I/D
-----			
TAX CD	FREIGHT	AMOUNT	I/D AMOUNT I/D TAX AMOUNT TOTAL AMOUNT P/F
-----			
. . . . .			
. . . . .			
. . . . .			

## Coding Instructions

### COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

### PV DATE

Inferred. The current date entered for this document type on Date (DATE).

### ACCT PD

Optional. If blank, the accounting period defaults to the accounting period associated with the Vendor Payment Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

### BFY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

### ACT

Optional. Blank defaults to "E". Valid entries are:

"E" (Original Entry) if this document is new.





"M" (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header, you must cancel all lines on the document and start over with a Vendor Payment Voucher, using an Original Entry (E) action.

## SINGLE CHECK

Optional. Enter a "Y" for yes to request that a single check be printed or a single EFT produced for this Vendor Payment Voucher. If a "Y" is not entered, the system will infer a "N" for no and this vendor Payment Voucher amount will be summed together with other vouchers for the same vendor (by Check Category) on the same scheduled payment date to get the disbursement amount.

## TC

Leave blank. This field is not used by the State of Louisiana.

## FA

Leave blank. This field is not used by the State of Louisiana.

## EFT IND/TYPE

This field indicates whether the Payment Voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT indicator can be changed on Payment Voucher Scheduling (SCH2).

If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99". For consolidated EFT payments, the Application Type will be inferred from Agency (AGC2). The code must be valid on EFT Type (EFTA).

CHECK  
CAT

Inferred. If a single check is requested using the single check flag, the check category will be set to "AA". For consolidated checks, the check category will be set to "99". For consolidated checks, the check category is inferred from Agency (AGC2).

## OFF LIAB ACCT

Leave blank. This field is not used by the State of Louisiana.

## SCHED PAY DATE

Optional. Enter the scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than the PV Date. Checks will be cut one day after the

scheduled payment date. If this date is not entered, the system will compute the scheduled payment date based on the system payment lag. The system payment lag is set to 30 days. If a date is not entered, the payment will be scheduled to cut a check 30 days from the document date.

NOTE: Scheduled Payment Dates can always be changed on P1 modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.

## VENDOR

Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on Vendor (VEN2). If lines on this Vendor Payment Voucher reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor can be different than the alternate address indicator on the referenced documents.

## ACT DEL DATE

Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

## DOC TOTAL

Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).
2. Add together all the decrease amounts (the lines with "D" in the I/D field).
3. Subtract the smaller amount from the larger, and enter the difference in the field for DOC TOTAL.

## NAME

Leave blank. This field will be inferred from the vendor code.

## USE TAX

Leave blank. This field is not used by the State of Louisiana.

**EXPENDS. AND DISBURSES.**

ADDR	Leave blank. This field will be inferred from the vendor code.
CALC DOC TOTAL	Inferred. Do not code this field. It is the system-computed total of the line amounts.
FREIGHT IND	Leave blank. This field is not used by the State of Louisiana.
FREIGHT TOT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
TOT AMT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
CAL AMT	Calculated. Do not code this field. It is the system-computed total of all lines.
TOT QTY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
CAL QTY	Leave blank. This field is not used by the State of Louisiana.
LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE CD	<p>Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the applicable document code of PO.</p> <p>Leave blank if this line does <u>not</u> reference lines previously recorded on a Purchase Order (PO).</p> <p>NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.</p>
REFERENCE NUMBER	<p>Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced.</p> <p>Leave blank if this lines does <u>not</u> reference lines previously recorded on a PO.</p>

**EXPENDS. AND DISBURSES.**

REFERENCE LN	<p>Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced.</p> <p>Leave blank if this line does <u>not</u> reference lines previously recorded on a PO.</p>
REFERENCE COM LN	<p>Leave blank. This field is not used by the State of Louisiana.</p>
VENDOR INVOICE	<p>Required. Enter the Vendor Invoice Number associated with this line. The invoice number will appear on the check stub to aid the vendor with payment identification.</p> <p>NOTE: If this document is modifying a previously accepted document with a reference vendor invoice number, the vendor invoice number must be entered on the lines being modified exactly as entered on the original document.</p>
INV LN	<p>Leave blank. This field is not used by the State of Louisiana.</p>
FUND	<p>Required for Vendor Payment Voucher lines without a revenue or expenditure organization. Enter the applicable Fund code for the Vendor Payment Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Vendor Payment Voucher lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.</p>
AGCY	<p>Required for Vendor Payment Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Vendor Payment Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.</p> <p>All agencies coded on all lines must have the same Agency Type.</p>
ORG	<p>Required for Vendor Payment Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code</p>

	for this Vendor Payment Voucher line. The code must be valid on Organization (ORG2). Leave blank for Vendor Payment Voucher lines associated with all capital outlay appropriations and balance sheet accounts. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
SUB	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	<p>Required for Vendor Payment Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Vendor Payment Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).</p> <p>Leave blank for Vendor Payment Voucher lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.</p>
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNC	Leave blank. This field is not used by the State of Louisiana.
OBJ/SUB	<p>Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.</p> <p>Enter SUB OBJ if the sub object option on Expense Budget Inquiry (Extended) (EEX2) Table is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.</p>

**EXPENDS. AND DISBURSES.**

RSRC/SUB	<p>Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions.</p> <p>SUB REV is optional on revenue transactions. Leave blank when Revenue Source is not coded.</p>
JOB/PROJ	<p>Leave blank for Vendor Payment Voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Required for Vendor Payment Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Vendor Payment Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.</p>
RCAT	<p>Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.</p>
BACC	<p>Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure or revenue transactions.</p>
DT	<p>Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed.</p> <p>Leave blank on balance sheet transactions and governmental refunds. This field may not be changed on modify transactions.</p>
DESCRIPTION	<p>Optional, for reporting purposes only. Enter notes about this line. The description will be displayed on the check stub.</p>
QUANTITY	<p>Leave blank. This field is not used by the State of Louisiana.</p>
I/D	<p>Leave blank. This field is not used by the State of Louisiana.</p>
TAX CD	<p>Leave blank. This field is not used by the State of Louisiana.</p>

**EXPENDS. AND DISBURSES.**

FREIGHT AMOUNT	Leave blank. This field is not used by the State of Louisiana.				
I/D	Leave blank. This field is not used by the State of Louisiana.				
AMOUNT	<p>Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.</p> <p>Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.</p>				
I/D	<p>Required if document action is "M". Otherwise, optional. Code the following:</p> <table><tr><td>"D"</td><td>Decrease</td></tr><tr><td>"I"</td><td>Increase</td></tr></table> <p>When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.</p>	"D"	Decrease	"I"	Increase
"D"	Decrease				
"I"	Increase				
TAX AMOUNT	Leave blank. This field is not used by the State of Louisiana.				
TOTAL AMOUNT	Calculated. It is the system-computed amount of the total of adjustments (tax and/or freight) added to the amount entered for this line.				
P/F	Leave blank for Vendor Payment Voucher lines when <u>no</u> Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Vendor Payment Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line is closing out a Purchase Order (PO) line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is a "F". For example, assume that the PO line amount is \$100.00 and the amount to be paid for this obligation is \$98.75. If a "P" is used on the Vendor Payment Voucher line, \$98.75 of the encumbered amount will be liquidated. If an "F" is used on the Vendor Payment Voucher line, \$100.00 of the encumbrance will be liquidated. Code this field according to the following rules:				

- if this Vendor Payment Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this Vendor Payment Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed (the item didn't cost as much as expected), the "F" is required.
- if this Vendor Payment Voucher makes the total amount expended *less* than the PO amount, and you do not want to close the PO, the "P" is optional.
- if this Vendor Payment Voucher makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).



## Payment Voucher Reversal (P2)

```

FUNCTION: ..... DOCID: P2 .....
STATUS: ..... BATID: ... .. ORG: ....
H- ..... PAYMENT VOUCHER REVERSAL INPUT FORM

PV DATE: ..... ACCTG PRD: ... BUDGET FY: ..
ACTION: PV TYPE: ACT DEL DT: ... .. SCH PAY DATE: ... ..
OFF LIAB ACCT: ..... FA IND: . DOCUMENT TOTAL: .....
EFT IND: . APPLICATION TYPE: .. CALC DOC TOTAL:
VENDOR CODE: ..... CHECK CATEGORY: SINGLE CHECK FLAG: .
VENDOR NAME: .....
ADDR1: .....
ADDR2: .....
ADDR3: .....
FREIGHT IND: . FREIGHT TOT: ..... FREIGHT I/D: .
TOTAL AMT: ..... TOT AMT I/D: . CALC TOT AMT:

```

## Payment Voucher Reversal Screen Two

```

FUNCTION: ..... DOCID: P2 .....
STATUS: ..... BATID: ... .. ORG: ....
LN REFERENCE COM VENDOR AGE SUB
NO CD AGY NUMBER LN LN INVOICE FUND NCY ORG ORG APPR UNIT ACTV
-----
OBJ SOBJ REV SRC SUB REV JOB NO. REPT CATG BS ACCT DISC TYPE FUNC
-----
DESCRIPTION QUANTITY FREIGHT AMOUNT I/D AMOUNT I/D
-----
TAX CODE TAX AMOUNT TOTAL AMOUNT P/F
-----
01- .. .....
.....
.....
.....
02- .. .....
.....
.....
.....

```

## Coding Instructions

P2 documents are not coded by users; they are created as the result of batch processing programs used at year-end to clear all outstanding payables. All fields on the P2 are identical to the PV transaction, with the following exceptions:

- C All created P2 documents have ACTION = "M".
- C All created P2 documents have PV Type = "1".
- C P2 documents do not use the Seller fields (for intra-governmental PVs).